

**MINUTES  
PUTNAM COUNTY REGIONAL PLANNING COMMISSION  
MAY 5, 2020**

Pursuant to Governor's Executive Order No. 16 and in light of the COVID-19 pandemic, the Open, Public Regular Meetings of the Putnam County Regional Planning Commission was conducted via a zoom meeting (Meeting ID: 834 6698 1649 Password: 002571) at 6:00 PM on Tuesday, May 5, 2020. For public access, the meeting was recorded and the video uploaded to <https://www.facebook.com/HighlandsPlanning>.

Members attending remotely were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn. David Mattson and Ron Williamson were absent. Others present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Chris Vick (Vick Surveying), Craig Eicholtz, and members of the media.

Planning Director Rush stated that Chairman Mason, Vice Chair Moss, Planning Commission Engineer Rinks and he were in his office using two laptops and Chairman Mason would run the meeting. All votes would be by roll call vote.

**ITEM 1: CALL TO ORDER AND ROLL CALL**

Chairman Jere Mason called the meeting to order after a quorum was established.

**ITEM 1A: APPROVAL OF USE OF ELECTRONIC MEETING**

Jim Martin moved to approve the use of electronic meeting for April and May Meetings. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. David Mattson and Ron Williamson were absent.

**ITEM 2: APPROVE THE APRIL 7, 2020 AGENDA**

The meeting agenda was approved by voice vote upon a motion by Jim Martin.

**ITEM 3: MINUTES OF THE APRIL 7, 2020 MEETING**

Planning Director Rush stated that there was a correction to the minutes that were sent out. The description of item 8A should have stated the subdivision had a total of 9 lots, with 2 on Baxter Road and 7 lots on Window Cliff Road.

Ted McWilliams moved to approve the April 7, 2020 Minutes with the correction. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. David Mattson and Ron Williamson were absent.

**ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS**

**Revised Westowne Estates Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

**Autumn Woods Preliminary Plat**, Vick Surveying. Conditional preliminary approval 4/7/2020.

**Lee Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 4/7/2020.

**Window Cliff Village Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 4/7/2020.

**Blackburn Farms Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 4/7/2020.

**ITEM 5: OUTSTANDING LETTERS OF CREDIT: Larry Hatfield (Pembroke Pines S/D) LOC \$200,000 Expires 8/6/2020**

**ITEM 6: ACCEPTANCE OF NEW STREETS: NONE**

**ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:****A. LINE ADJUSTMENT LOTS 10 AND 11 PINNACLE VIEW SUBDIVISION, VICK SURVEYING**

Line adjustment in Pinnacle View Subdivision.

**B. DOLLAR GENERAL-SILVER POINT, BEGINNING POINT LAND SURVEYING**

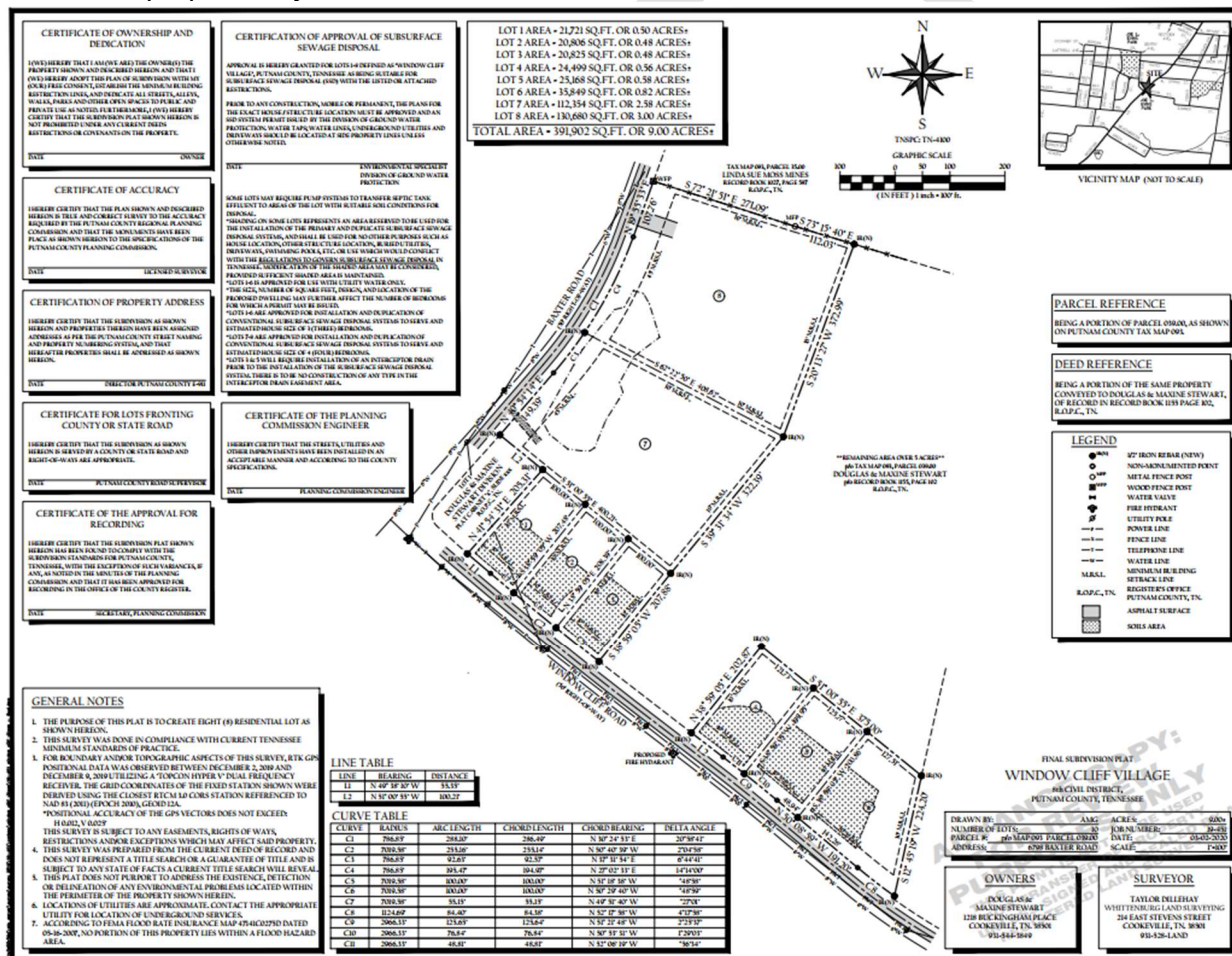
Line adjustment of the new Dollar General site in Silver Point on Hwy 56.

**C. NEWBERRY NORTH SUBDIVISION, VICK SURVEYING**

Created 2 lots with existing houses on Bunker Hill Road at S Lovelady Rd from Parcel 095-106.00.

**ITEM 8: SUBDIVISION PLATS:****A. WINDOW CLIFF VILLAGE FINAL PLAT, WHITTENBURG SURVEYING**

This is a plat to create ten lots at the corner of Baxter Road and Window Cliff Rd from parcel 093-039.00. Lots 1-8 will front on Window Cliff Rd and lots 9 and 10 will front on Baxter Road. Lots 1-8 will range in size from 0.46 ac to 0.58 ac. Lots 9 & 10 are 3.0 ac. There is a fire hydrant installed at the corner of Baxter Road and Window Cliff Rd. There is a second proposed hydrant on Window Cliff Rd, across from lot 5.



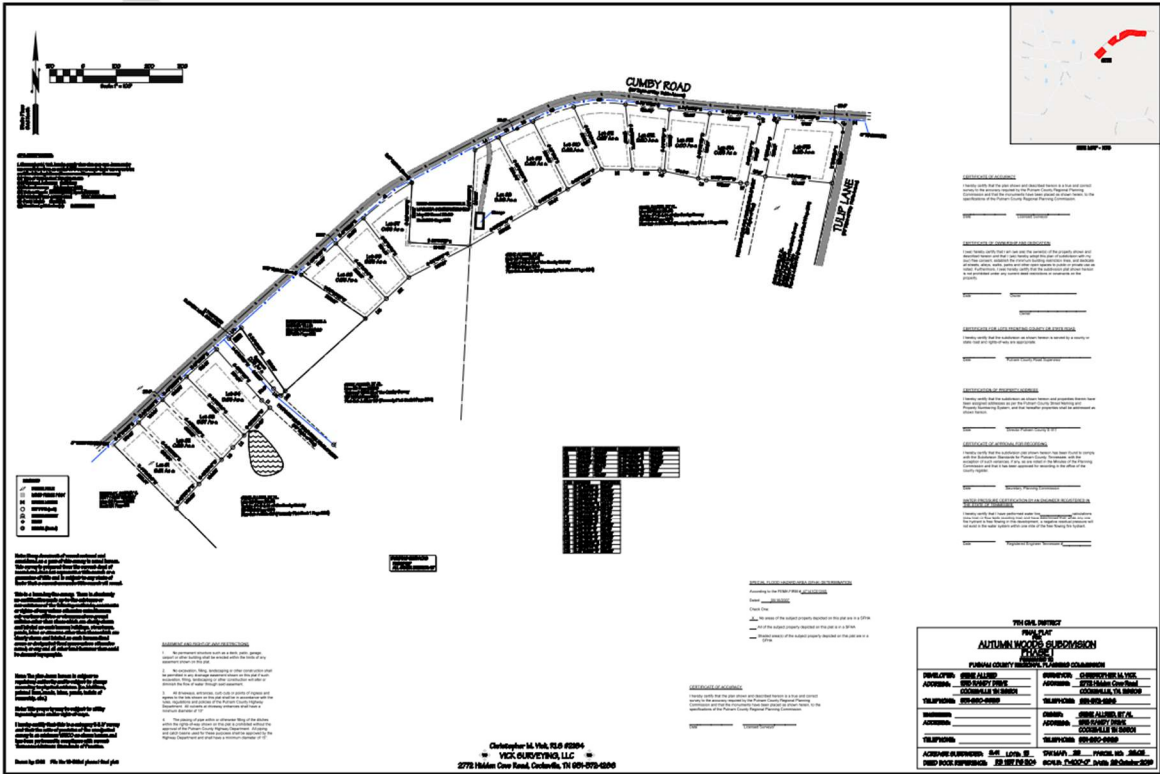
Staff stated that during a site visit, the lots were incorrectly staked. This caused staff some confusion. Planning Director Rush stated that he had talked to Taylor Dillehay and that the

plat is correct and the lots had not yet been re-staked but would be shortly. Staff reported fire hydrant has been installed.

Jim Martin moved to approve the plat, subject to two tiles and location of fire hydrant being shown on plat, staff review and all applicable plat certificates being signed. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. David Mattson and Ron Williamson were absent.

**B. AUTUMN WOODS PHASE 1 SUBDIVISION FINAL PLAT, VICK SURVEYING**

The Autumn Woods Phase 1 Subdivision Final Plat shows 15 lots ranging from 0.50 acres to 0.83 acres all fronting on Cumby Road. This phase will be served by an existing 6 inch water main. The hydrants have been engineered and are awaiting state approval to be installed.



Here is the letter from the Utility District engineer that was asked for at the last meeting:

**JAMES C. HAILEY & COMPANY**  
Consulting Engineers

1619 Galleria Boulevard  
Brentwood, TN 37027  
Telephone: 615-883-4933  
Fax: 615-883-4937

JAMES C. HAILEY, P.E.

ROBERT RAMSEY, P.E.  
MATTHEW R. TUCKER, P.E.  
MICHAEL N. GREEN, P.E.

April 27, 2020

Mr. Phil Staton  
Clinton Engineering  
[VIA EMAIL]

RE: Old Gainesboro Road Utility District  
Autumn Woods Subdivision  
Water Service Availability

Dear Mr. Staton:

I am writing this letter on behalf of the Old Gainesboro Road Utility District (OGRUD) with respect to their ability to provide water service to the proposed residential development. Based on a preliminary review, it appears that OGRUD has the ability to serve the proposed development at the minimum domestic level required by the State of Tennessee's design guidelines. Unfortunately, I am not confident that fire flow at a level of 500 gpm will be available without reducing the minimum pressure within the distribution system below 20 psi within one (1) mile of the proposed development. Therefore, the proposed hydrants will be "red-top".

With that said, there are improvements proposed that will provide additional flow to this area. Within the next three (3) years, we expect that fire flow will be available with flow rates greater than 500 gpm, while maintaining a system pressure in excess of 20 psi system wide.

Please let us know if you have any questions, or require any further information.

Sincerely,

**JAMES C. HAILEY & COMPANY**  
Consulting Engineers



Michael N. Green, P.E.

Cc: Old Gainesboro Road Utility District

Discussion revolved around the letter from the utility district engineer and whether it should be revised to be only for phase 1 or not. Chris Vick stated that the rest of the development will be done in a single phase. Phil Wilbourn moved to approve the final plat of Phase 1 of Autumn Woods subject to the letter being revised to specifically state it is for phase 1, the installation of the fire hydrants, and the all required plat certificates being signed. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. David Mattson and Ron Williamson were absent.

### C. REVISED BLACKBURN FARMS FINAL PLAT, WHITTENBURG SURVEYING

The revised preliminary was approved at the April 2020 meeting. They have submitted a final plat. They are waiting on final soil shading and restrictions from TDEC. These seven lots will be sprinkled as the nearest six inch water main is more than half a mile away.



**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, AND THAT I HAVE HEREBY ACCEPTED THIS PLAN AND AGREED WITH MY CO-OWNERS, FREE OF ANY OTHER INTERESTS, TO DEDICATE THE MINIMUM BUILDING RESTRICTIONS, EASEMENTS, AND ALL UTILITIES, WATER, SEWER, GAS, AND OTHER OPEN SPACES TO PUBLIC AND PRIVATE USE AS SHOWN ON THIS PLAT. I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON IS NOT PROHIBITED UNDER ANY CURRENT DEEDS, EASEMENTS, OR COVENANTS ON THE PROPERTY.

DATE: \_\_\_\_\_

OWNER: \_\_\_\_\_

**CERTIFICATE OF APPROVAL OF SUBSURFACE SEWAGE DISPOSAL**

APPROVAL IS HEREBY GRANTED FOR THE "BLACKBURN FARMS SUBDIVISION", PUTNAM COUNTY, TENNESSEE, AS BEING SUITABLE FOR SUBSURFACE SEWAGE DISPOSAL (SDS) WITH THE LISTED OR ATTACHED RESTRICTIONS.

DATE: \_\_\_\_\_

ENVIRONMENTAL SPECIALIST  
DIVISION OF CURRENT WATER PROTECTION

**CERTIFICATE OF THE APPROVAL FOR RECORDING**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION STANDARDS FOR PUTNAM COUNTY, TENNESSEE, WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY, AS NOTED ON THE MAP OF THE PLANNING COMMISSION AND THAT IT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY REGISTER.

DATE: \_\_\_\_\_

SECRETARY, PLANNING COMMISSION

**CERTIFICATE OF THE PLANNING COMMISSION ENGINEER**

I HEREBY CERTIFY THAT THE STREETS, UTILITIES, AND OTHER IMPROVEMENTS HAVE BEEN PLANNED IN AN ACCEPTABLE MANNER AND ACCORDING TO THE COUNTY SPECIFICATIONS.

DATE: \_\_\_\_\_

PLANNING COMMISSION ENGINEER

**CERTIFICATE OF ACCURACY**

I HEREBY CERTIFY THAT THE PLAN SHOWN AND DESCRIBED HEREON IS TRUE AND CORRECT SURVEY TO THE ACCURACY REQUIRED BY THE PUTNAM COUNTY REGIONAL PLANNING COMMISSION AND THAT THE MONUMENTS HAVE BEEN PLACED AS SHOWN HEREON TO THE SPOKE OF THE PUTNAM COUNTY PLANNING COMMISSION.

DATE: \_\_\_\_\_

REGISTERED SURVEYOR

**CERTIFICATE FOR LOTS FRONTING COUNTY OR STATE ROAD**

I HEREBY CERTIFY THAT THE SUBDIVISION AS SHOWN HEREON IS SITUATED IN A COUNTY OR STATE ROAD AND RIGHT-OF-WAYS ARE APPROPRIATE.

DATE: \_\_\_\_\_

PUTNAM COUNTY ROAD SURVEYOR

**CERTIFICATION OF PROPERTY ADDRESS**

I HEREBY CERTIFY THAT THE SUBDIVISION AS SHOWN HEREON AND PROPERTIES THEREON HAVE BEEN ASSIGNED ADDRESSES AS PER THE PUTNAM COUNTY STREET NAMING AND PROPERTY NUMBERING SYSTEM, AND THAT HEREAFTER PROPERTIES SHALL BE ADDRESSED AS SHOWN HEREON.

DATE: \_\_\_\_\_

PUTNAM COUNTY ROAD SURVEYOR

**GENERAL NOTES**

- THE PURPOSE OF THIS PLAT IS TO CREATE SEVEN (7) RESIDENTIAL LOTS.
- THIS SURVEY WAS DONE IN COMPLIANCE WITH CURRENT TENNESSEE MINIMUM STANDARDS OF PRACTICE.
- THIS SURVEY IS SUBJECT TO ANY EASEMENTS, RIGHTS OF WAY, RESTRICTIONS AND/OR EXCEPTIONS WHICH MAY AFFECT SAID PROPERTY.
- THIS SURVEY WAS PREPARED FROM THE CURRENT DEED OF RECORD AND DOES NOT REPRESENT A TITLE SEARCH OR A GUARANTEE OF TITLE AND IS SUBJECT TO ANY STATE OF FACTS A CURRENT TITLE SEARCH WILL REVEAL.
- THIS PLAT DOES NOT PURPORT TO ADDRESS THE EXISTENCE, DETECTION, OR DELINEATION OF ANY ENVIRONMENTAL PROBLEMS LOCATED WITHIN THE PERIMETER OF THE PROPERTY SHOWN HEREON.
- LOCATIONS OF UTILITIES ARE APPROXIMATE; CONTACT THE APPROPRIATE UTILITY FOR LOCATION OF UNDERGROUND SERVICES.
- ACCORDING TO FEMA FLOOD RISK INSURANCE MAP 4740301D DATED 05-16-2007, NO PORTION OF THIS PROPERTY LIES WITHIN A FLOOD HAZARD AREA.

**LINE TABLE**

LINE	BEARING	DISTANCE
1	S 32°20'20" E	8.00'
2	S 45°40'20" W	10.00'

**CURVE TABLE**

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	375.00'	241.32'	237.20'	S 56°04'42" E	38°32'20"
C2	424.80'	206.94'	206.92'	S 73°00'12" E	2°47'20"
C3	375.00'	42.29'	42.27'	S 60°30'00" E	8°41'20"
C4	375.00'	93.85'	93.67'	S 55°29'50" E	14°20'20"
C5	375.00'	77.94'	77.80'	S 64°35'20" E	17°34'30"
C6	375.00'	25.28'	25.25'	S 72°42'40" E	1°56'20"
C7	424.80'	5.89'	5.89'	S 74°00'00" E	2°47'20"
C8	424.80'	88.31'	88.31'	S 73°12'12" E	17°28'20"
C9	424.80'	66.99'	66.99'	S 72°40'34" E	15°11'20"

**LEGEND**

- NON-MONUMENT POINT
- UTILITY POLE
- POWER LINE
- FENCE LINE
- TELEPHONE LINE
- WATER LINE
- MINIMUM BUILDING SETBACK LINE
- REGISTERED OFFICE
- PUTNAM COUNTY, TN
- SOIL AREA
- ASPHALT SURFACE

**PARCEL REFERENCE**

BEING A PORTION OF PARCEL 8040, AS SHOWN ON PUTNAM COUNTY TAX MAP 027.

**DEED REFERENCE**

BEING A PORTION OF THE SAME PROPERTY CONVEYED TO LYNNERS FAMILY GENERAL PARTNERSHIP, OF RECORD IN RECORD BOOK 103 PAGE 14, R.O.P.C., TN.

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THIS A CATEGORY "P" SURVEY AND THE RATION OF PRECISION OF THE UNADJUSTED SURVEY IS GREATER THAN OR EQUIVALENT TO 1/100,000 AS SHOWN HEREON.

TAYLOR DILLIHAY, L.L.S. #2597  
WHITTENBURG LAND SURVEYING, LLC  
214 EAST STEVENS STREET  
COCKEYVILLE, TN 38011

**FINAL SUBDIVISION PLAT**

**BLACKBURN FARMS REVISION**

IN CIVIL DISTRICT,  
PUTNAM COUNTY, TENNESSEE

**OWNERS**

LYNNERS FAMILY  
GENERAL PARTNERSHIP  
P.O. BOX 323  
COCKEYVILLE, TN 38011  
318-205-5146

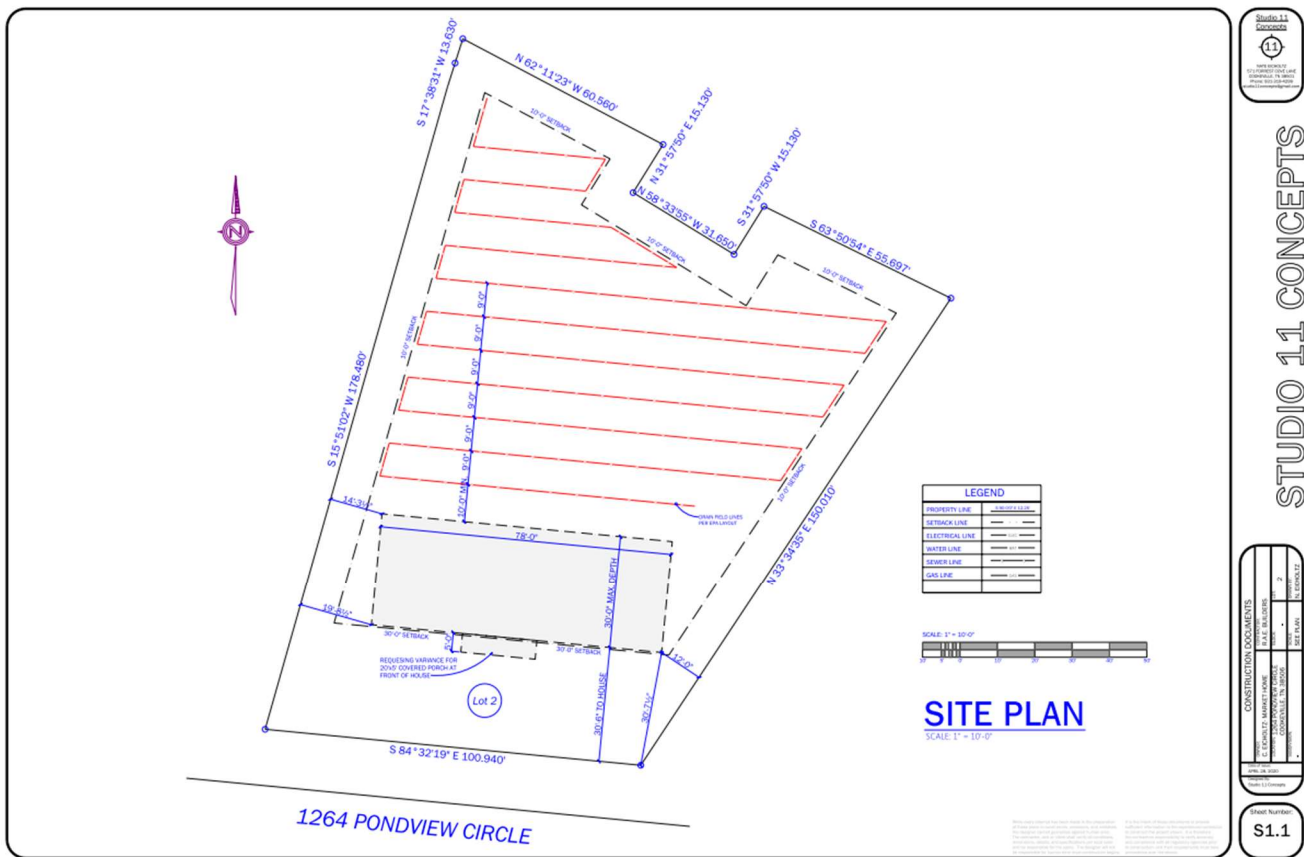
**SURVEYOR**

TAYLOR DILLIHAY  
WHITTENBURG LAND SURVEYING  
214 EAST STEVENS STREET  
COCKEYVILLE, TN 38011  
931-526-9000

After some discussion, Dale Moss moved to approve the final plat subject to TDEC approval of the soils and all other signatures. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. David Mattson and Ron Williamson were absent.

**ITEM 9: SETBACK VARIANCE REQUEST CRAIG EICHOLTZ.**

Craig and Freida Eicholtz are requesting a 5 foot variance from the front setback. The septic must be behind the house and takes up more room than anticipated. The encroachment will not be livable space but rather a covered porch (20 foot wide by 5 foot deep). Request is for parcel: 026A-B-015.01 on Pondview Cir.



Mr. Eicholtz stated that TDEC is only allowing them 30 feet from the setback line for the house and the rest of the lot is being required as septic area for the house they are going to build. He emphasized that the porch will not be enclosed living space, but a covered 20 foot wide by 5 foot deep concrete porch.

Mike Atwood moved to approve the variance as presented. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. David Mattson and Ron Williamson were absent.

**ITEM 9: Postponed Discussion Items. Drainage discussion amendment.****ITEM 10: Postponed OTHER BUSINESS: Letter to county commissioners with regard to zoning.****ITEM 11: Postponed STAFF REPORTS**

- Report from Chairman- None.
- Report from Planning Commission Engineer: Patrick Rinks stated that he had been contacted by the developers of Westowne Estates about them changing the roads from standard ditching to curb and gutter similar to Hickory Flats Subdivision. Patrick stated

the regulations require a developer to declare his intentions to install curb and gutters when the preliminary plat is submitted. Mike Atwood asked if the road department would be responsible for maintaining the curbs. Patrick stated yes the county would. Patrick stated the only real benefit to the county of subdivisions with curb and gutters is generally more expensive houses are built generating more property tax. Staff informed the planning commission of an issue that has arisen in the Pinnacle Point Subdivision with the curbs and gutters. One of the drains was installed in the wrong location and water was backing up onto the road and one driveway. Mike Atwood stated there have been issues with the curbs in White Plains Subdivision.

Discussion centered on maintenance of the road. One option that was discussed was requiring a maintenance bond. Planning Director Rush stated that we normally require a maintenance contract for 1 year after the road is accepted, but since they are changing to curb and gutters after preliminary plat approval, a maintenance bond could be required since they are the ones making the change to the road. Mike Atwood moved to approve the change to curb and gutters on the condition that they submit a maintenance bond good for 1 year after the road was accepted of such amount determined by Patrick Rinks (or an amount that he agrees to). Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. Jeff Jones voted no. David Mattson and Ron Williamson were absent.

- Report from Planning Director: Planning Director Rush asked the planning commission if they would want to extend the emergency action to temporarily have him sign plats instead of Mike during the COVID-19 pandemic that was enacted by email vote in March. Mike said that would be fine with him. Jim Martin moved to extend the temporary provision until the June meeting. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. David Mattson and Ron Williamson were absent.
- Report from other Members: None

## **ITEM 12: ADJOURNMENT**

With no further business to discuss, the meeting was adjourned by mutual consent.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date